

| UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER | | | | | |
|---|--|--|---|--|-------------------|
| Position Description Coversheet <i>(Please read instructions on back)</i> | | | | 1. Position No. <div style="border: 1px solid black; padding: 2px;">EPES21008</div> | |
| 3. Reason for Submission <div style="border: 1px solid black; padding: 2px;">New</div> | | | | 2. Incumbency Allocation Only? <div style="border: 1px solid black; padding: 2px;">May not be IA'ed</div> | |
| 4. Employing Office Location <div style="border: 1px solid black; padding: 2px;">Washington, D.C.</div> | | 5. Duty Station <div style="border: 1px solid black; padding: 2px;">Washington, D.C.</div> | | 6. BUS Code <div style="border: 1px solid black; padding: 2px;">8888</div> | |
| Explanation (Show any positions replaced) | | 7. Fair Labor Standards Act <div style="border: 1px solid black; padding: 2px;">Exempt-Executive</div> | | 8. Financial Statements Required <div style="border: 1px solid black; padding: 2px;">OGE-278 Required</div> | |
| | | 10. Position Status <div style="border: 1px solid black; padding: 2px;">SES (General)</div> | | 11. Supervisory Status Code <div style="border: 1px solid black; padding: 2px;">2-Supervisor or Manager</div> | |
| | | 12. Competitive Level Code | | 13. Competitive Area | |
| | | 15. Extramural % | | 16. Functional Class Code <div style="border: 1px solid black; padding: 2px;">N/A</div> | |
| | | 18. Position Sensitivity <div style="border: 1px solid black; padding: 2px;">Critical-Sensitive</div> | | 19. Security Clearance <div style="border: 1px solid black; padding: 2px;">Top Secret</div> | |
| | | 21. Emergency Essential | | 22. Developmental Position <div style="border: 1px solid black; padding: 2px;">No</div> | |
| 9. Cybersecurity Code <div style="border: 1px solid black; padding: 2px;">a. 000</div> | | 14. Drug Testing <div style="border: 1px solid black; padding: 2px;">Yes</div> | | 17. Medical Monitoring | |
| 20. Position Risk <div style="border: 1px solid black; padding: 2px;">High</div> | | 23. Full Performance Level <div style="border: 1px solid black; padding: 2px;">Current Level</div> | | | |
| 24. Position Classification | | Official Title of Position | | Pay Plan | Occupational Code |
| a. Official Allocation | | Deputy General Counsel for Nationwide Resource Protection Programs | | ES | 0905 |
| 25. Organizational Title of Position (if different from official title) | | 26. Name of Employee (if vacant, state such) <div style="border: 1px solid black; padding: 2px;">Dimple Chaudhary</div> | | | |
| 27. Department, Agency, or Establishment Hierarchy | | | | | |
| a. 1st Tier Org Code <div style="border: 1px solid black; padding: 2px;">U.S</div> | | 1st Tier Org Description <div style="border: 1px solid black; padding: 2px;">Environmental Protection Agency</div> | | | |
| b. 2nd Tier Org Code <div style="border: 1px solid black; padding: 2px;">C0000000</div> | | 2nd Tier Org Description <div style="border: 1px solid black; padding: 2px;">Office of the General Counsel</div> | | | |
| c. 3rd Tier Org Code | | 3rd Tier Org Description | | | |
| d. 4th Tier Org Code | | 4th Tier Org Description | | | |
| e. 5th Tier Org Code | | 5th Tier Org Description | | | |
| 28. Supervisory Certification: <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i> | | | | | |
| a. Typed Name and Title of Immediate Supervisor <div style="border: 1px solid black; padding: 2px;">Dan Utech, Chief of Staff</div> | | | b. Typed Name and Title of Higher-Level Supervisor or Manager <div style="border: 1px solid black; padding: 2px;">Jane Nishida, Acting Administrator</div> | | |
| Signature <div style="border: 1px solid black; padding: 2px;">Utech, Dan</div> | | Date <div style="border: 1px solid black; padding: 2px;">02/02/2021</div> | | Signature <div style="border: 1px solid black; padding: 2px;">JANE NISHIDA</div> | |
| Digitally signed by Utech, Dan Date: 2021.02.02 16:56:52 -05'00' | | Digitally signed by JANE NISHIDA Date: 2021.02.02 17:29:47 -05'00' | | | |
| 29. Classification/Job Grading Certification: <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.</i> | | | Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management. | | |
| a. Typed Name and Title of Official Classifying the Position | | | 30. Position Classification Standards Used in Classifying/Grading Position | | |
| Signature <div style="border: 1px solid black; padding: 2px;">Barbara E. Dargatzis</div> | | Date <div style="border: 1px solid black; padding: 2px;">2/2/21</div> | | | |
| 31. Remarks <div style="border: 1px solid black; padding: 2px;">Executive Resources position.</div> | | | | | |

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Deputy General Counsel for Nationwide Resource Protection Programs ES-0905-00

Introduction

This position is located in the immediate office of the Office of General Counsel (OGC) at the U.S. Environmental Protection Agency (EPA). The incumbent serves as the Deputy General Counsel (DGC) for Nationwide Resource Protection Programs. In this capacity, the incumbent provides expert legal advice and assistance to the General Counsel on a wide variety of complex legal issues, with a particular focus on issues arising in litigation and legislation relating to nationwide resource protection programs. The Deputy General Counsel reports to the General Counsel.

Major Duties and Responsibilities

The Deputy General Counsel for Nationwide Resource Protection Programs furnishes legal advice to top and middle-management officials and other staff at EPA. The incumbent serves as the alter ego of the General Counsel, sharing fully in managing the Office of General Counsel (OGC), in consultation with the Principal Deputy General Counsel, the Deputy General Counsel for Environmental Media and Regional Law Offices, the Deputy General Counsel for Operations, and the Deputy General Counsel for Environmental Initiatives, as appropriate. Serves as an authority on nationwide resource protection programs, providing valuable advice and counsel to Office and Agency senior management. With the General Counsel and Principal Deputy General Counsel, participates in developing EPA's legal policies and resolving any conflicts that may arise in the application of those policies. Coordinates on legal matters with other governmental agencies interested in or affected by EPA programs and on matters involving coordination between EPA and other Federal departments and agencies, including the Department of Justice and Office of Management and Budget. Interprets legal authorities affecting EPA actions. Provides necessary legal services to the Administrator, the Assistant Administrators, Associate Administrators, Regional Administrators, and other EPA officials and their staffs. Additional duties include:

1. The Deputy General Counsel for Nationwide Resource Protection Programs provides legal advice and counsel on litigation or legislative matters as they relate to the programs of EPA, nationwide resource protection programs, and the policies and programs supported and advocated by the Congress and the Administration in order to provide expert advice and recommendations to the General Counsel in the formulation of its legal policies.
2. Assists in the development of overall legal strategies, plans and policies of the Agency and in the resolution of any conflicts which may arise in the application of these policies in litigation and legislative matters.
3. Provides continuing and ad hoc studies to analyze and recommend solutions to highly urgent policy matters addressing nationwide resource protection programs and Agency programs.

Determines the existence of developments and trends which appear to significantly influence OGC's programs and recognizes the need for further studies if necessary. Based upon analysis of trends and problem areas, recommends the development of new or modified methods, policies, procedures and programs.

4. Represents the General Counsel at all levels of government, including Federal, State, municipal and county agencies, as well as private industry and citizen groups.
5. Provides information and advice concerning OGC activities and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, etc.
6. Attends conferences for and with the General Counsel, assesses the impact and subsequent relevance of all matters discussed and suggests to the General Counsel possible avenues of approach. Represents and speaks for the General Counsel at high level meetings and conferences involving key officials from other Federal agencies, State, Tribal, and local governments, and others. Presents the General Counsel's point of view and explains OGC policies and programs to garner support. Makes presentations to professional groups, universities, and industrial associations. May provide professional publications and papers analyzing recent developments in the law.
7. Reviews for the Office of General Counsel pending legislative proposals, witness testimony for Congressional hearings and EPA responses to Congressional requests. Serves as the General Counsel's representative in advising on any new legislative proposals that affects EPA statutory authorities in area of expertise.
8. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, establishes performance standards, appraises staff against these standards, and overall administration of human resources and equal employment opportunity programs within the organization.
9. Reviews briefs, raising significant legal and policy issues that are prepared for filing in the Federal courts.
10. Performs other duties as assigned.

Supervisory Controls

Receives broad general direction and policy guidance from the General Counsel. Within this framework is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance

with broad policies.

Qualifications

The incumbent must have an LL.B. or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a State, U.S. territory, the District of Columbia, or the commonwealth of Puerto Rico; and must maintain active status as a member of the bar of one of these jurisdictions.